



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 1, 2014

Sherri Clark  
1104 W. 10<sup>th</sup> St.  
Atlantic, IA 50022

Dear Child Care Provider,

This letter is in regards to the September 25, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

**The following areas were out of compliance at the time of my visit:**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *The provider had medications in the kitchen cupboard. A child could push a chair up to the counter and access the medications. Field staff requested provider put a child safe lock on the cupboard or put medications in a lock box. Provider agreed to do so.*

**110.5(2)c An individual file is maintained for each staff assistant and contains:** *Provider has an assistant, Hannah, who is not on her registration and does not have any of the below paperwork in file. Provider will contact Central Office and complete change form to add her to registration.*

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**110.5(2)d An individual file is maintained for each substitute and contains:** *The provider has 2 substitutes (Pam and Chrissy).*

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396. *Both substitutes are missing this in their file. Provider reports it has been completed but does not have letter stating subs are approved on registration.*

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643 *Both substitutes are missing this in their file. Provider reports it has been completed but does not have letter stating subs are approved on registration.*

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter. *One of the substitutes has this and the other needs to obtain. The provider will need to use the new Provider Physical form which is on the DHS website or she can obtain from local CCRR.*

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. *One of the substitutes has this and the other needs to obtain.*

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. *One of the substitutes has this and the other needs to obtain. Field staff recommended provider not leave any substitute alone with children who does not have current First Aid/CPR.*

### **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *The provider has 15 children enrolled and there were 7 present during compliance check. The provider needs to update forms on a yearly basis to ensure the most current information for children is on file.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *One child was missing this form out of the 15 enrolled.*

### **110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

*The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: November 15, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).